

## **Records & Archives Management Committee**

April 2, 2004 11:15 am

J.V. Fletcher Library

Present: Ginny Moore, Chair; Bob Oliphant; Jane Hinckley; and Kaari Mai Tari. Also present: Ellen Rainville.

### **COMMUNITY PRESERVATION FUNDING FOR 2004**

#### **Continuation of tin box preservation project**

Once the material has been stabilized, the next step is to catalogue the documents from the tin boxes. B. Oliphant offered to type up the inventory sheets that have been compiled for each folder and box. K. Tari will order document boxes so that the records can be stored on bookshelves in the Mary Atwood room. The slip sheets in ring binders currently in the Town Clerk's vault should be incorporated into the "tin box" inventory as well. K. Tari will go to the CPC informational meeting to show what has been done on this project. Additional grant money will be sought for cataloguing each document. (is this what we decided?)

#### **Water Department inventory of plans**

The Water Department has several tubes of blue prints and plans that need to be stabilized/preserved. This project will require funding for labor to inventory and scan the documents, as well as for supplies to copy and stabilize/preserve the material.

#### **Appropriate use of CPA funds**

K. Tari indicated that there was some question as to interpretation of the Community Preservation Act (CPA) regarding historic resources. She cited an email from the Town Clerk in Stow who questions the legality of historic document preservation under the current legal definition of historic resources. Ingrid Nilsson of the Community Preservation Committee (CPC) indicated that according to the guidelines from the Community Preservation Coalition (available on the web at:

<http://www.communitypreservation.org/PotentialUses2.htm#2.%20Historic%20>

historic records preservation is an accepted use of the funds. K. Tari will request an opinion of Town Counsel and report back to members.

### **ARCHIVES CENTER**

Members discussed whether it is appropriate to ask for preservation funding now for a future archives center. It isn't clear whether we need to wait until a location has been determined for the center. Library Director Ellen Rainville discussed the long range plans for library expansion and members asked that she indicate to the trustees that the book sorting room would be a desirable location for its size and accessibility as an archives center. There was discussion regarding grant funding to inventory the social library collection to determine how many running feet of storage space is needed for that particular collection.

### **ITEMS OF INTEREST**

- Bob Oliphant has been honored as Community Historian of the year in Oberlin, Ohio and will go there next week to receive an award.
- K. Tari will forward a copy of the National Endowment for Humanities Grant that was received from the North East Document Conservation Center.
- The NEDCC will be offering a tour to Simmons College students in late April. The committee is interested in attending. K. Tari will confirm the date.

The meeting ended at 12:25 pm